



JOB DESCRIPTION

Position Title: **Lead Inspector**

Working Area: **Development Review**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Work involves various types of civil engineering construction inspection projects to assure compliance with legal requirements and prescribed specifications.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Inspects construction projects both public and private, within the jurisdiction of the assigned department. Check subgrade and base for specified thickness, load bearing and compaction during construction. Checks wearing surface for thickness, types of construction during the application process.

Reviews project maintenance of traffic plans and construction zones by conducting field inspection and makes recommendations for traffic control devices and signs.

Confers with contractors, builders, engineers, architects, and developers to insure that Federal, State and local regulations are being adhered to during all phases of construction.

Assists contractors in interpreting County plans and specifications pertaining to contracts. Check materials and reviews test reports submitted by an approved laboratory as job progresses and prepares progress reports as required.

Inspects construction projects to include; stormwater systems, sewer systems, traffic control devices, concrete wall inspection and driveway construction.

Insures that underdrain systems are installed in accordance with State and Local regulations and are certified by an independent Geotechnical Engineer.

Investigates encroachments to the public right-of-way, water or flooding conditions, traffic control devices, and road conditions such as rough pavement or holes. Meets with the public to explain policy related to information requested or complaints.

Reviews site permit and right-of-way utilization permit plans and attends pre-construction meetings. Inspects construction by private utility companies within the limits of public right-of-way for adherence to local regulations

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of the methods, practices and techniques involved in the construction of drainage infrastructure, roads, streets, traffic control devices, and other public works projects. Knowledge of the techniques used to test concrete, soils, asphalt, and construction materials. Knowledge of computers and associated software used for database management.

Ability to read and interpret engineering plans and specifications. Ability to understand and follow oral and written instructions. Ability to communicate effectively both orally and in writing. Ability to respond to field situations that require walking long distances over construction terrain. Ability to establish and maintain effective working relationships with contractors, builders, property owners, and the general public. Ability to keep inspections records and prepares accurate reports.

Skilled in the use of material testing instruments such as compaction equipment, Florida bearing values, and moisture density equipment. Skilled in the operation of nuclear density equipment.

High School Diploma and Three (3) years' of progressively responsible sub-professional Civil Engineering work involving field duties, two (2) years' of which must have been directly related to road, drainage infrastructure or traffic control device construction.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.

